



Policy 1.6

ADOPTED: March 9, 2009
EFFECTIVE: April 1st, 2009

Proclamations Policy, 2009

POLICY STATEMENT:

The purpose of this policy is to implement a policy that formalizes procedures on handling proclamation requests.

1. All proclamation requests received by the District of Sooke shall be delivered to the Corporate Services Department.
2. The Mayor shall review only those proclamations from interest groups & organizations that have a local or regional affiliation with the District of Sooke.
3. Notwithstanding section 2. of this policy, the Mayor, at his/her discretion, may consider other proclamation requests from widely known and long established groups or organizations that the community supports and/or benefits from.
4. Proclamations shall be prepared at the Mayor's discretion by the Corporate Services Department.
5. Proclamations shall be signed and issued by the Mayor with a copy:
 - a) sent to the organization requesting the proclamation;
 - b) posted on the website and on the notice board in the Municipal Hall;
and
 - c) placed in the Council Reader File.